K12 FLORIDA LLC POLICIES AND PROCEDURES
RELATED TO PARTICIPATION IN STATE TESTING

These "K12 Florida LLC Policies and Procedures Related to Participation in State Testing" are posted on our disclosure website www.k12.com as required in the Virtual Instruction Program Application for Provider Renewal.

District Virtual Instruction Programs
In compliance with 1002.45 (6)(b) F.S, every student enrolled in a district virtual instruction program or virtual charter school must take state assessments within the school district in which the student resides and the resident district must provide the student with access to the district's testing facilities.

Students enrolled as full time (active in 4 or more courses) in district virtual instruction programs must participate in all state testing. Parents/Legal Guardians are responsible for providing transportation to and from testing site(s) for their enrolled student. School districts which have contracted with K12 Florida LLC ("K12") for a virtual instruction program have the option to mandate that virtual instruction program students be present either at locally zoned schools(based on physical addresses of the students) **or** at a local testing facility. This can include the district office or other education buildings that are located in the school district of the enrolled students. Contracted districts must provide student access to the district's testing facilities.

The K12 virtual instruction program administration works closely with the district's virtual program testing coordinator to account for all students' testing requirements, testing dates, times and locations. K12 and the district work together to ensure students have the necessary testing information. This information is communicated with the families in various ways including, but not limited to, Kmail, email, regular teacher communication, and telephone. It is necessary for zoned schools to work with the district's virtual testing coordinators, K12 virtual instruction program's administration, and the families to provide a positive testing experience for each student.

Students must participate in all testing modules, even when they occur on multiple days. Students in grade 3 must participate in the Grade 3 English Language Arts Florida State Assessment. In grades other than grade 3, ELA students working above their grade level will be required to test on the level of instruction they have received.

Assessment and Accountability Manager
The Assessment Coordinator works closely with district's virtual testing coordinators to comply with all testing requirements. The Assessment Coordinator will attend annual state assessment meetings and will work to provide all data to families, teachers and staff. Teachers and

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administrators work closely with students and families to provide an understanding of the district and state testing requirements.

Participation
K12's virtual instruction program will participate in statewide assessments per 1008.22 F.S. and Florida's education performance accountability system under 1008.31 F.S. It is the policy of the K12 virtual instruction program that any student not participating in state mandated testing will not be permitted to participate in the K12 virtual instruction program the following year. The K12 virtual instruction program will work closely with the zoned district's virtual administrator to ensure K12 stays within the guidelines provided by the Florida Department of Education. K12 teachers and testing coordinators will create a participation file, ensuring that all students participate in testing and, if necessary, take advantage of any make up dates. The K12 Testing Coordinator will collect all data, prepare a participation file, and work with each district to compare the participation file to the tests collected within each district to ensure accuracy. The final student participation list will be available upon receipt of the INDV accountability file from the Accountability Office showing the scores and participation percentage of that school year's school membership.

Students participating in the VIP for part time courses
Students taking 1-3 courses with the K12 virtual instruction program are considered part time and will not be recorded or reported under the K12 virtual instruction program's school number. These students will work with the primary school to participate in state testing.

<u>Virtual Charter Schools</u>
Paper-Based State Testing
Section 1002.45(6)(b), F.S requires that virtual charter school students take state assessments within the school district in which the student resides, and that the school district is responsible for providing testing facilities. However, there may be instances when virtual charter schools are not able to coordinate with the school district for locations or assistance in administration of non-computer based state mandated tests. In those cases, to ensure that students in a virtual school environment are provided equal opportunity to perform their best on the state standardized assessments, virtual charter schools using the K12 curriculum will utilize test administration procedures and a regional testing structure that have been successfully used by virtual schools across the country for the past thirteen years. The regional methodology ensures student and test material security and has been approved by departments of education in 30 states.

Students have the right to be in the best mental state when taking the state standardized tests. Being able to sleep in their own home and have minimal travel to and from testing each day ensures students are well rested and comfortable prior to testing. Therefore, the virtual charter school will map the enrollment population and make the best effort to ensure the majority of the students have no more than an hour drive one way for mandatory state testing. The school will send out a parent survey providing state testing information, including information on all possible testing locations. Parents will be given the option to self-select the testing site that best meets their needs. After the survey is closed, staff will determine the final distribution of students and assign locations to those that did not complete the survey. Parents will be notified and provided a location map no later than two weeks prior to the first day of state testing. When necessary and

appropriate, the school will have established a process for transportation reimbursement for families that need financial assistance to ensure transportation to and from state testing sites.

When the parent or legal guardian arrives at the state testing site, they will provide identification and sign the student in. During the sign in process, parents must provide an emergency contact number for that day. After the sign in process is complete, matching security wrist bands are secured on the student and responsible adult. Students are not released from the testing location unless the wrist bands match at pick up.

School staff work with parents to obtain parent volunteers for each testing site to ensure there is ample assistance during state testing. Parents from the school serve as monitors outside of the testing room, assist with registration, and various other tasks. These parents are required to attend training prior to serving in this position and are there to monitor bathroom breaks and or contact emergency phone numbers should a student become ill during testing. At no time are parents allowed into the testing classroom.

School Assessment Coordinator Training
The virtual charter school's Assessment Coordinator will attend all state and district testing training. This person will sign state affidavits regarding test security and other required measures. The Assessment Coordinator will develop test administrator training in compliance with state and district regulations. Training includes test security in a virtual setting, student safety in a remote testing facility, checking in/out secure materials, test administration, test coding and other proctor responsibilities. All administrators will be trained by the test coordinator and given a quiz to ensure the testing procedures are understood. Follow up training will be arranged as needed based on the quiz results until all administrators demonstrate an understanding of testing procedures and protocols.

Test Security
According to state timelines, test booklets and other secure testing materials are signed out from the testing coordinator to each administrator. The School Assessment Coordinator must ensure that all test and answer books have the appropriate labels applied. Secure materials are packaged and inventoried separately from non-secure items (non-secure items may include activities for students to complete after finishing a testing section, dictionaries, thesaurus, etc. as permitted by the state's testing guidelines). All secured items will be transported to state testing sites in a locked box that is secured with a number zip tie. The site coordinator will seal and open the boxes each day upon arrival and prior to leaving. Locking and opening the secure boxes will be witnessed each day. The site coordinator and the witness will sign a log that lists the serial number of the zip tie that is used to secure the box the night before and then opened the next day.

Before returning testing materials to the district assessment coordinator, the School Assessment Coordinator will ensure all test and answer books have the appropriate labels applied and documents must be separated into "to be scored" and "not to be scored" materials. To be scored materials are placed in the plastic return bags included in the test materials shipment. Return bags will be placed in boxes and "To Be Scored" labels will be applied to the boxes. All "not to be scored" materials, passage booklets, and used defective documents will be placed in a separate box labeled with a "Do Not Process" label. Boxes will be returned to the district assessment

coordinator.

Secure Test Locations
The regional testing classrooms will be established in appropriate public meeting rooms within local community buildings in advance of testing. The rooms will be set up with tables and chairs in classroom-style. The administrators will be provided with all of the supplies needed for the location and per the test regulations in a pre-made box. Each morning before testing the box of secure test booklets and the box of required classroom supplies are brought into the testing room and distributed in accordance to the state test administration guidelines. Testing classrooms permit a separate space for parents to sign students in/out to ensure test security. Parents and people other than the administrator and students who are testing are not permitted within the testing classroom.

All testing sites will meet ADA requirements; have easy access to restrooms, unblocked and clearly labeled exits and age appropriate accommodations. The site administrator will have a comprehensive testing binder that will include but not be limited to:
- List of all students testing, grade levels and room assignments
- Required documentation to support all testing accommodations that are provided at that testing site
- Fire and safety information for that location
- Sign in and out forms for testing materials

Computer-Based State Testing
For all of the Florida computer-based state-mandated tests (CBT), the virtual charter school will make arrangements with the district to have its students tested as provided for and required by Section 1002.45(6)(b), Florida Statutes (F.S.). The arrangements for tests to be administered by the district and/or the virtual charter school will be mutually agreed upon by the district and the virtual charter school during the negotiation of the charter contract. We understand that state policies as well as administration processes regarding the computer-based state-mandated tests may change over time. The proposed process of test preparation, administration, and reporting is based on the most recent information available to us in the *Spring 2015 Computer-Based Test Administration Manual.*

Prior to administering each computer-based assessment, test administrators will conduct a practice test that contains sample test items to prepare students for the item types, tools, and online interface they will encounter during testing. Training tests are also available in the Florida Standards Assessment (FSA) Portal for students to practice on their own. Based on the protocols in place at the present time, the virtual charter school School Assessment Coordinator will work closely with the District Assessment Coordinator who is currently responsible for making arrangements to test virtual charter school students. The District Assessment Coordinator, with input from the virtual charter School Assessment Coordinator, will become familiar with the participation requirements of the virtual charter school students, including allowable accommodations (e.g., large print, color contrast, zoom, screen reader, assistive devices, etc.). The District Assessment Coordinator will contact the appropriate district School Assessment Coordinator(s) to make arrangements for the virtual charter school students to be tested in their schools' computer lab facilities. The District Assessment Coordinator will assign each virtual charter school student to the applicable test sessions at the designated brick and mortar school

testing location. Once the virtual charter school students have been assigned to their test sessions, the district School Assessment Coordinator(s) will be able to monitor and manage the student's tests in the appropriate sessions without being able to access or modify the student's profile or data. The District Assessment Coordinator will be responsible for recording any accommodations used once testing is complete, or invalidating a test as necessary.

If during charter contract negotiations with a school district it is determined that the district may not be able to provide facilities for the required computer based testing, the process outlined above for paper based testing will be modified to meet the requirements of computerized testing. The virtual charter School Assessment Coordinator, Technology Coordinator, and Test Administrators will be responsible for reading and becoming familiar with all information in the manuals applicable to each test administration.

The following lists of responsibilities for the virtual charter School Assessment Coordinator, Technology Coordinator, and Test Administrator are based on the current procedures as outlined in the *Spring 2015 Computer-Based Test Administration Manual:*

SCHOOL ASSESSMENT COORDINATOR CHECKLIST
Before Testing
- Carefully read the test administration manual and the following, as applicable, and resolve any questions you might have with your district assessment coordinator (all resources are available in the FSA Portal):
    - Scripts and instructions for administering FSA paper-based accommodations and/or computer-based accommodations
    - Test Administrator User Guide
    - TIDE User Guide
    - Any local directions you have been given
- Read the Test Security Policies and Procedures in the manuals, and then sign the Test Administration and Security Agreement.
- Ensure that test administrators read the test administration manual and the Test Administrator User Guide. Those administering accommodated paper-based tests or computer-based accommodations must read the appropriate scripts and instructions for administering these tests. Scripts and instructions for administering paper-based and computer-based accommodations are available in the FSA Portal.
- Train your test administrators and proctors and ensure that they, as well as all school administrators, sign a Test Administration and Security Agreement, if they have not already done so. Also ensure that test administrators sign a Test Administrator Prohibited Activities Agreement, if they have not already done so.
- Receive test materials from your district assessment coordinator. Maintain an accurate Test Materials Chain of Custody Form at your school. Inventory the materials within 24 hours of receipt and report missing materials or request additional materials immediately.
- Communicate the process for collecting required administration information to your test administrators.
- Assign proctors, as needed.
- Ensure that appropriate test settings are available for all test sessions.

- If any students who require accommodations are testing at your school, discuss with test administrators how accommodations will be provided. Information regarding accommodations is located in the Test Administration Manual.

- **For CBT administrations:**
  - Work with your district assessment coordinator to ensure that test administrators have active usernames and passwords to log in to the Test Administrator Interface in TDS. Also ensure that all students are uploaded into TIDE, and verify that student eligibility is correct in TIDE.
  - Ensure test administrators understand how to create, monitor, and close test sessions in the Test Administrator Interface in TDS.
  - Arrange practice test sessions to familiarize students and test administrators with the testing platform.
  - Print test tickets to distribute to test administrators. Test tickets contain login information for students, and each student must have a test ticket to log in to a CBT FSA assessment. Refer to the TIDE User Guide for instructions.

- **For paper-based administrations:**
  - Verify information on On-Demand PreID Labels and affix labels to test and answer books according to your district's procedures. If information on a PreID Label is incorrect, update the student information in TIDE, print, and affix a new PreID Label.
  - If you print On-Demand PreID Labels, ensure student information is updated/entered in TIDE.
  - Distribute test group codes to test administrators.
  - Ensure secure materials are kept in locked storage until the day of testing.

During Testing
- For paper-based testing, distribute test materials for students in each testing room immediately before testing is scheduled to begin. Do NOT distribute these materials ahead of time.
- Be available to answer questions from test administrators.
- Provide test administrators with additional materials, as necessary.
- Test administrators are instructed to contact you if a student does not sign below the Testing Rules Acknowledgment. Determine the appropriate course of action for handling any such students; any student who refuses the acknowledgment should still be tested, but a record of the refusal should be retained at the school.
- Monitor each testing room to ensure that test administration and test security policies and procedures are being followed, seating charts and Security Logs are being properly completed, and required administration information is being collected.
- Monitor student progress and test completion rates in ORS.
- Arrange for and supervise make up administrations.

After Testing

- Verify that all distributed secure materials have been returned, if applicable. Complete your Test Materials Chain of Custody Form. Report missing materials to your district assessment coordinator and conduct the necessary investigation.
- Make copies of all collected required administration information, seating charts, and Security Logs, and file the copies.
- Ensure paper-based test materials are labeled with a PreID Label. If a test administrator notifies you of an incorrect PreID Label, update the student information in TIDE, print, and affix a new PreID Label over the incorrect label. A PreID Label MUST be applied, and student information MUST also be added to or updated in TIDE.
- Inspect student answer documents for stray marks ONLY on student demographic pages, verify that each student has completed the required information in the upper left corner of the demographic page, and, if applicable, remove any stray planning sheets.
- Organize test materials and return them to your district assessment coordinator as indicated in the Test Administration Manual.
- Complete the appropriate comment form in the FSA Portal, and encourage test administrators to complete a comment form.

TEST ADMINISTRATOR CHECKLIST
Before Testing

- Read the test administration manual, the Test Administrator User Guide, and any local directions you have been given, and resolve any questions you might have with your school assessment coordinator.
- If you are administering tests to students using paper-based or computer-based accommodations, familiarize yourself with the appropriate scripts and instructions prior to test administration. Scripts and instructions for administering paper-based and computer-based accommodations are located in the FSA Portal.
- Read the Test Security Policies and Procedures in the manual for the test(s) you are administering, as well as the Test Security Statute and Rule (located in the Test Administration Manual), then sign the Test Administration and Security Agreement.
- Read and sign the Test Administrator Prohibited Activities Agreement.
- Establish an appropriate setting for test administration and remove or cover any unauthorized aids in the testing room.
- Ensure you have a form to collect required administration information during testing.
- Prepare a Security Log and a seating chart to be used in your testing room.
- Make copies of the Do Not Disturb sign and the Electronic Devices sign to post prior to testing.
- Assemble all materials needed for test administration.
- Ensure that students and their parents/guardians understand policies regarding electronic devices, leaving campus during testing, the Testing Rules Acknowledgment, and discussing test content after testing.
- If you are administering tests to students who require accommodations, discuss with your school assessment coordinator how accommodations will be provided and familiarize yourself with accommodations information in the Test Administration Manual.
- Ensure you understand how to create, monitor, and close test sessions in the Test Administrator Interface in TDS.

During Testing
- Keep time and maintain your seating chart and record of required administration information.
- Ensure that proctors and anyone who enters your room for the purpose of monitoring the test sign the Security Log for your testing room.
- Administer the test according to the directions in the appropriate administration script(s) and read the SAY boxes verbatim to students.
- After the last session of a computer-based test, assist students with accessing the comment form, located at fsassessments.org/student-comment-form.

After Testing
- Verify that you have collected all required administration information, including accommodations used by each student. Make a copy for your files.
- Report any missing materials (test tickets, used planning sheets, used reference sheets, used CBT Worksheets, used CBT work folders, reading or writing passage booklets) to your school assessment coordinator immediately.
- Verify that your seating chart and Security Log have been completed correctly; make copies for your files.
- Organize test materials and return them to your school assessment coordinator.
- Complete the appropriate comment form in the FSA Portal.

TECHNOLOGY COORDINATOR CHECKLIST
(Tasks to be coordinated by district School and the virtual charter school Technology Coordinator)
Before Testing
- Verify that all of your school's computers that will be used for online testing meet the operating system requirements.
- Verify that your school's network and Internet are properly configured for testing, conduct network diagnostics, and resolve any issues.
- Install the secure browser on all computers that will be used for testing
- Secure Browser Installation Manual Enable pop-up windows and review software requirements for each operating system.
- On Windows computers, disable Fast User Switching. If a student can access multiple user accounts on a single computer, you are encouraged to disable the Fast User Switching function.
- Disable Fast User Switching On Mac 10.7, 10.8, 10.9, and 10.10 computers, disable Spaces in Mission Control
- Mission Control On iPads, ensure that Guided Access or ASAM is enabled and that TAs know how to activate Guided Access.
- On Android tablets, ensure that the secure browser keyboard is enabled.